



REVENUE DEPARTMENT

JOB ANNOUNCEMENT

		POSTING DATE Ongoing	
		CLOSING DATE Ongoing	
ANNOUNCEMENT NUMBER 889			
JOB TITLE/JOB CODE NUMBER Revenue Agent 1 41482 Unclassified	PAYGRADE 011	EXPECTED HIRING SALARY (ANNUALLY) \$23,613.60 - \$41,401.92	POSITION # To be determined
DIVISION Compliance		UNIT NAME/LOCATION Various	

THIS ANNOUNCEMENT IS OPEN TO:

- A. ☐ CURRENT QUALIFIED EMPLOYEES OF THE _____ OFFICE/UNIT/DIVISION ONLY
- B. ☐ CURRENT QUALIFIED DEPARTMENT OF REVENUE EMPLOYEES ONLY
- C. ☐ EXISTING LIST OF MERIT SYSTEM JOB SITE AVAILABLE APPLICANTS (LOAA)
- D. ☒ PUBLIC ANNOUNCEMENT - Georgia Merit System Job Site: www.thejobsite.org
- E. ☒ ALL QUALIFIED APPLICANTS

THE PREFERRED METHOD OF APPLYING FOR THIS JOB IS TO APPLY ONLINE AT WWW.THEJOBSITE.ORG.

If you need an accommodation due to a disability, for any part of the employment process, please contact
The Office of Human Resources at (404) 417-2140 or (404) 417-2160 (TDD).

GENERAL NATURE OF DUTIES/RESPONSIBILITIES ASSIGNED TO THIS POSITION

Under immediate supervision and in a trainee capacity, works under the guidance of an advanced level co-worker performing work pertaining to taxpayer assistance and tax-related investigations/collections. Assists taxpayers in person and over the telephone concerning basic filing requirements and in resolving account-related problems. Processes default accounts, as assigned. Conducts limited audits with more experienced co-workers. Handles basic assignments related to the various tax areas.

MINIMUM TRAINING AND EXPERIENCE

Two years of college level course work that included at least two courses in accounting [Note: to receive appropriate credit under this option, applicants must indicate in the Comments section of their resumes the number of accounting courses successfully completed, listing the educational facility, course number and title, and hours of credit received per course] OR the equivalent of two years of full-time experience in accounting, auditing, financial preparation, bookkeeping, or tax preparation OR one year of collection experience which required knowledge of legal collection procedures and procedures for auditing records, books, and ledgers. Must have a valid Georgia driver's license.

PREFERRED QUALIFICATIONS

One year of experience working with computers. Good oral and written communication skills. Transportation for use on the job. Positive attitude toward work. Ability to provide good customer service. Ability to meet the terms and conditions of employment with the Compliance Division.

COMMENTS/SPECIAL INSTRUCTIONS

Must have taken and passed the Revenue Agent 1 test of the Georgia Merit System. The test will be offered in Atlanta, Rome, Gainesville, Americus, Augusta, Milledgeville, Savannah, Thomasville and Waycross. In Atlanta, the testing location is at the Merit System Office. The test will be given on a walk-in basis (no reservation needed) every 2nd and 4th Wednesday at 8:30 a.m. AND every 1st and 3rd Thursday at 8:30 a.m. and 1:00 p.m. If you wish to test at the other locations, you will need a reservation, which can be accomplished as you go through the online application process. **Revenue Agent 2's may apply for a Lateral Transfer.**

Due to the large volume of applications received by this office, only those applicants selected for interview will be notified of the final applicant selection.